



Office of Public Instruction
Linda McCulloch, Superintendent
PO Box 202501
Helena, MT 59620-2501

Planning Agenda for Civil Rights On-Site Review

SCHOOL DISTRICT _____

DATE OF PLANNED REVIEW _____

Time

- _____ 1. Meet with administration (superintendent, principal(s), director of secondary career and technical education, facilities manager and/or other appropriate personnel) for an overview of process and to identify issues raised on the self-assessments/questionnaires. **Approx. 30 minutes**
- _____ 2. The compliance specialist will review documentation (handbooks, employment forms, publications). **Approx. 60 minutes**
- _____ 3. Tour of the high school facility (all buildings) for review of accessibility (spot checks):
- a. Exterior: parking lot, curbs, ramps, walkways, doors/doorways, signage
 - b. Interior: restrooms, elevators, drinking fountains, public telephone, signage, career and technical education classroom areas, common areas such as library, cafeteria, P.E. facilities, main office, guidance and counseling area, auditorium, and bulletin boards where general information is posted.
- Approx. 1 hour per campus**
- _____ 4. Follow-up interviews with staff and students as needed based on questionnaire responses. **Approx. 10 minutes per person**
- _____ 5. Exit interview with superintendent and principal and/or other appropriate personnel. **Approx. 15 minutes**

This is a sample agenda. A more detailed agenda will be set prior to the on-site review and will be based on the results of the self-assessments and questionnaires.